

Final Evaluation Sheet

Before you complete this evaluation sheet, think about:

- The goals set for the relationship
- Reviews of progress
- Feedback from others

Reflect on successes and problems, including any concerning the organisation of the mentoring as well as those centred on the relationship itself:

- How did you cope?
- What could have been better?
- What did you do that worked well?
- Were the targets achieved or not? If not, why?

Use this opportunity to identify strengths you can build on and areas you need to develop:

- What went well? Why? How will I build on this?
- What didn't go well? Why? How am I going to improve this?

To help you, here are examples of mentor skills you may find essential or desirable:

| | | |
|---|--|---------------------|
| Non-judgemental | Able to give advice and then withdraw | Is consistent |
| Committed to others' development | Has other interests and hobbies | Good listener |
| Willing to use time on client's behalf | Discreet and respects confidentiality | Open and self-aware |
| Sense of humour | Reliability – being there and keeping promises | Well informed |
| Conveys confidence in self and in the person being helped | Calm in difficult situations | Is caring |
| Has an understanding of the student perspective | | |

Consider which skills you find necessary, and which you think are desirable, in order to decide where you want to focus for the next mentoring session.